

THE KING'S SCHOOL IN MACCLESFIELD



ACADEMIC SYSTEMS MANAGER

FURTHER DETAILS AND PERSON SPECIFICATION

THE VACANCY

We are seeking a committed full-time Academic and Database Systems Manager to start in November/December to support and continue the school's management information system and accompanying data solutions. The Academic Systems Manager is responsible for the overall consistency, accuracy, integrity and security of academic data. This includes the development and maintenance of the database, school report facilities, and integration with third party systems, staff training and end user support. This role is supported with a Database Assistant.

LINE MANAGER

The position will report to the Deputy Head (Academic).

KEY AREAS OF RESPONSIBILITY AND OBJECTIVES

- This role is fundamental to the school's on-going development of IT resources.
- The post holder will be involved in the continuing development of the school's website and iSAMS.
- Other key areas will be to facilitate staff engagement with iSAMS and to continue to improve communication between the school and parents.

Responsibilities:

- To provide support to the school community to ensure effective database administration;
- Production of examination data and baseline test data as required by the Deputy Head (Academic);
- Assisting with the maintenance of the MIS database and associated reports;
- Responding to staff demands for data reports that can be extracted from MIS;
- Assisting with production of student and staff timetables;
- Administering the assessment, tracking and reporting processes across the Foundation;

- Undertaking the work required for routine, regular and periodic processing, e.g. Annual absence returns, Annual Census, ISI returns;
- Developing ad hoc system reports as required;
- Leading the development and integration of new platforms and ICT systems;
- Assisting with overall website development including functionality and design;
- Delivering future integration of school systems and the school website;
- Assisting staff in ensuring they are making best use of the MIS and associated software;
- Developing and maintaining pupil and parent portals so that they best serve the needs of the respective stakeholders;
- Assisting with the running of MIS training sessions and to advise non-teaching and teaching staff on the use of the MIS;
- Proactively producing and disseminating user guides for the MIS and to publicise features as they are developed;
- Liaising with the MIS provider to ensure the MIS is kept current;
- Carrying out reviews and assessments of latest modules as published by MIS;
- Participating in and attending meetings and training as appropriate including INSET days;
- Keeping up-to-date with the latest relevant technological updates;
- Taking an active role in professional development;
- Undertaking such other tasks as may from time to time be required by the Head of Foundation or member of Senior Management;
- Completion of annual staff and student data checking procedures;
- Arrangement and administration for Baseline testing (Years 7, 10 & 12).

EDUCATION, TRAINING AND PREVIOUS EXPERIENCE

- Educated to A Level and a degree in a related subject is desirable.
- Experience in data input processing and analysis skills.
- Strong Microsoft Office skills, especially Excel and Access.
- Familiarity of ISAMS would be advantageous.
- Used to working as part of a team.
- Experience of communicating with a wide range of stakeholders.
- Prioritisation, organisation and time management skills.
- Proven ability to work with data.
- Effective and confident verbal and written communication skills.

SALARY AND CONDITIONS

The hours of work are 8.30 am to 5.00 pm Monday to Friday with a one-hour unpaid lunch break. It is an all year-round position; however, the school would consider the role working less weeks, particularly in the summer period. The salary will depend on relevant experience and qualifications, but is likely to be in the range of £35,000. A contributory pension scheme including life assurance is available.

Holiday entitlement is 18 days plus four Christmas shutdown days plus the Bank Holidays per annum.

The school has a strong commitment to professional development and it is a condition of employment that all members of staff participate in any scheme of appraisal, review and professional development currently operating in the school.

We are a non-smoking establishment and an equal opportunities employer. We value diversity among pupils and staff and encourage applications from all individuals regardless of age, disability, sex, gender reassignment, sexual orientation, race, religion or belief and marriage and civil partnerships.

Potential applicants are urged to read our 'Staff Benefits Booklet', which details further employee benefits and seeks to explain why King's is such a wonderful place to work. It can be found [here](#).

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

APPLICATIONS

If you wish to discuss the post, informally, with the Deputy Head (Academic), Mr Richard Griffiths, please telephone 01625 260000.

Your completed Application Form should be sent to Human Resources (staffvacancies@kingsmac.co.uk) as soon as possible, so that we receive it no later than **9.00 am on Monday 30th September 2024**. The school prefers the form to be completed electronically. It is available from the school's website: www.kingsmac.co.uk.

We will interview for this post during the **week commencing Monday 7th October 2024**.

Thank you for your application and for your interest in the King's School. We regret that we can only write to those candidates short-listed and are unable to provide tours of the school until the interview stage. If you have not heard from us within two weeks of the closing date, please assume that your application has been unsuccessful.

Human Resources
The King's School in Macclesfield
Alderley Road
Prestbury
Cheshire, SK10 4SP
Tel: 01625 260000
e-mail: staffvacancies@kingsmac.co.uk
www.kingsmac.co.uk